



April 15, 2016

Applications are now being accepted for the following position in Centre County Government. Those who qualify and are interested should apply at the Human Resources Office, Room 334 Willowbank Building, Bellefonte, PA or call (814) 355-6748 for an application. This posting can be viewed and an application downloaded from our website at www.centrecountypa.gov.

Assistant Public Defender

p.c. #04

Position Overview

Department:

Public Defender
1st Floor—Courthouse
Bellefonte, PA 16823

Base Pay:

\$45,415.50 Annually
Grade: S-54

Shift Available:

Full Time
8:30am-5:00pm

Required Education:

Juris doctorate degree. Licensed to practice law in the Commonwealth of Pennsylvania and **admission to the Pennsylvania Bar Association.**

Required Experience:

None required, but Public Defender internship or similar experience preferred.

Special Requirements:

Must show proof of license from the Pennsylvania Bar Association.

Must possess a valid PA Driver's License.

Applications:

Applications for this position will be accepted **until a suitable candidate is selected.**

Summary of Job Functions

- ◆ Investigates assigned cases, interviews and subpoenas witnesses and conducts research in preparation for pre-trial hearings and trials.
- ◆ Counsels clients.
- ◆ Prepares and files motions, briefs and other legal documents.
- ◆ Visits mental hospitals, jails and state correctional facilities if client is detained.
- ◆ Represents client at pre-trial, hearings/conferences, other proceedings, arraignments, jury and non-jury trials, sentencing and post conviction hearings.
- ◆ Prepares post trial motions, briefs and arguments for appeals to Commonwealth, Superior and Supreme Courts.
- ◆ Conducts legal research in preparation of cases and trials.
- ◆ Negotiates plea-bargains with District Attorney for clients.
- ◆ Utilizes computer for docketing, drafting letters and other legal correspondence and reports.
- ◆ Dictates correspondence.
- ◆ Interacts with other internal departments, police and external agencies and general public.